

MARGO FINANCE LIMITED

ARCHIVES MANAGEMENT POLICY

This is MARGO FINANCE LIMITED ("MFL")'s policy for the Archives Management of Documents, in hard and electronic media. MFL reserves the right to revise this Policy at any time.

PURPOSE

The Board of Directors ("the Board") of MFL ("the Company"), has adopted this Archives Management Policy ("the Policy") to establish the framework needed for effective maintenance of documents and records of the Company required to be maintained under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Listing Regulations").

POLICY FOR MAINTENANCE

The Records (Listing as well as others) created in physical and electronic form shall be preserved for the time in terms of 'Margo Preservation of Documents Policy'. The electronic records shall be maintained on the Company server in year wise folders. Further, the safety of the Listing Records in electronic form is to be achieved as per the relevant IT policy of the Company whereas the physical record shall be in the custody of the Company Secretary.

RIGHT TO ACCESS / RETRIEVE

The Company Secretary and his subordinate (direct report) in the Secretarial Department, shall have the right of access to the Listing Records.

ARCHIVAL POLICY

The Company shall ensure that all the information disclosed on the Company's website (www.margofinance.com) is maintained live and in archive for a period of 5 years.

PERSON RESPONSIBLE

The Company Secretary shall be responsible for ensuring compliance under this Policy.

AMENDMENT

This Policy shall not be amended unless the amendment is approved by the Board of Directors or unless such amendment is required pursuant to change in the applicable law.